



Forest Heights Police Department Policy and Procedures Manual

Subject:	Reporting for Duty				
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A. Purpose

To establish an orderly procedure by which Forest Heights Police Department (FHPD) officers are scheduled to work, and the procedure for reporting to duty.

B. Reporting for Duty

1. The FHPD Chief will assign normal work shifts for officers with developmental in put from the investigative and field operations units' supervisors.
2. Officers will report for duty on time and will routinely report for work 10-minutes before their scheduled tour of duty, and ready to perform their duties as enumerated by the policies in the FHPD manual.
3. In extenuating circumstances the officer will notify his supervisor for permission to be excused from this requirement.
4. Officers who will be more than 5 minutes late reporting to work will notify the Chief. This does not apply if the officer has made some prior mutually agreeable arrangement with the officer whose tour of duty is ending regarding the officer going on-duty will be late relieving the officer from his shift.
5. Employees who are late three times or more in a four-week period are subject to disciplinary action.

C. Failure to Report for Duty

1. Officers who fail to report for duty when scheduled by the Chief, a supervisor, or acting supervisor will be subject to disciplinary action.
2. In the Chief's absence, a formal A.W.O.L. report will be filed with the Chief for disciplinary action.

D. Schedules

1. The FHPD Chief or designee will prepare schedules.
2. Officers will work an assigned shift.
3. A supervisor or acting supervisor under the following conditions may change a shift:
 - a. An officer requests annual leave at least 10-days prior to the day this change takes place.
 - b. A written memo approving the annual leave must be ascertained from the Chief.
 - c. An officer requests emergency leave. Emergency leave is defined as death or serious illness in the immediate family. If this occurs, the requesting officer will give the supervisor a written memo explaining the reason.
 - d. An incident of serious magnitude has occurred or other special needs make it necessary to call an off-duty officer to on-duty status or extend the shift of an officer who is on-duty at that time.
 - e. An employee is required to be in court.
 - f. Other unexpected personal emergency.
4. This section does not in any way inhibit officers from mutually and voluntarily switching of shifts. If this occurs, the officers requesting the change in the shift will advise the Chief or supervisor in either a verbal or written form. Anyone in violation off this regulation may be put on written report to the Chief for possible disciplinary action.